Applying for a Job

Overview

❖ **Complete Application Online**

- o This is the quickest and most efficient method of applying for County jobs. We encourage you to complete an online application because:

  - ▪ You only have to complete one application. Your application will be retained in the County's database and you may use the same application to apply for several jobs that match your experience and education.

  - ▪ If you apply online, and you include an email address, you will receive immediate notification that your application has been received. If you don't have an email address you can obtain one free through Yahoo or MSN.

  - ▪ If you don't have a computer and would like to apply online, you may visit one of the many locations where computers are available including your local library. If you wish, you may still choose to complete a paper application and mail to address listed on the job bulletin. To download and print a paper application, please click here. (Adobe Acrobat required)

❖ **Information on Filing an Application for County Employment**

- o Applications are accepted for County examinations only when the bulletin is posted which announces that the examination is open and applications are being accepted.

- o Please follow the filing instructions as outlined on the job bulletin. Applicants must submit applications specifically how and/or where the bulletin states the application should be filed.

- o Examinations usually have deadline dates by which application must be submitted. This means that the application must be **received in the designated location** by the closing date; otherwise the application will be rejected as late. A postmark by the closing date is not sufficient.

- o Any false statements of material facts or omissions may subject the applicant to disqualification or dismissal.

How to Apply for Examinations

We understand that applying for a job in government service can be a complicated process. The following is a brief overview about how you can successfully submit your application.

- ❖ **Start by Reviewing the Official Job Announcement also called the Bulletin**

    - o Requirements
        - ▪ Minimum/Selection Requirements are not negotiable
        - ▪ If you are sure you do not meet the requirements keep searching for an examination for which you qualify

    - o Type of Recruitment
        - ▪ If this examination is only open to employees of Los Angeles County or it is for a specific group, i.e., veteran's, student workers, internship participants etc, please make sure you meet the criteria before applying

    - o Open Examination Only
        - ▪ If the close of the examination is not listed on the job announcement, call the contact number on the bulletin to make sure the examination is still open
        - ▪ Examinations are subject to close without notice

    - o Special Requirement Information
        - ▪ Include all proof of education, licenses and supplemental information as requested. If you do not do this, your application may be rejected.
        - ▪ Attaching information can be tricky; if you are not sure you attached the information call the examinations unit to check.

    - o Examination content
        - ▪ If the examination has a written test, you may want to practice your skills before taking the test

    - o Application and Filing instructions
        - ▪ Sometimes examinations have special instructions, like "online filing only" or "supplemental application must be attached".
        - ▪ If you do not follow the posted instructions, this may cause your application to be rejected.

❖ **Fill out your application completely**

- You must provide all the information requested to assure that the Department will be able to assess your qualifications
  - Beginning with your most recent experience, please account for all employment and any periods of unemployment
  - Include self-employment, military service, and volunteer work related to the job for which you are applying
  - Also list any jobs held more than ten years ago which relate to the duties of the job for which you are applying
  - Describe the work you did as completely as possible and list each job separately
- You only have to complete one application if you file online.
- Describe the work you did as completely as possible and list each job separately
  - Showing how much time you spent performing the required tasks is helpful
  - County experience is based on a 40 hour work week. Part time experience will be prorated.
  - For example 12 months of experience working 20 hours per week, is calculated to be 6 months of qualifying experience.
- Throughout the application focus on accomplishments that relate most closely to the job you want.
  - Use the job announcement as a guide
  - Caution: Do not copy the job announcement word for word this may result in application rejection
  - Do not falsify information on your application
  - Use concrete examples of the work you do that applies to the posted requirements
- Resumes are not substitutes for filing out the application
  - Attaching a resume is a great opportunity to provide detail about your work experience
  - Simply writing "see resume" is not acceptable as most resumes do not include the level of detail this is requested the application
  - Make sure the dates on your resume are the same as the dates on your application.
  - Conflicting information may cause the examination analyst to question the authenticity of the information you provide

❖ **Apply on Time**

- If the examination you are interested in does not have a posted close of filing, call the departmental number listed on the bulletin to assure you meet the close of filing deadline

- This information is usually found at the bottom of the last page of the bulletin (if you are viewing or printing from DHR website)

- Do not wait until the last minute to apply
  - Applying at the last minute can cause you to make mistakes that cannot be fixed
  - If you are applying online, you will want to make sure computer is compliant to Los Angeles County's browser requirements
  - A large number of applicants trying to send information electronically at 4:59 p.m. on the last day of filing may cause computer issues

❖ **Troubleshooting**

- **Computer glitch errors**: contact the department immediately
  - Document any computer related complaints
  - Without documentation examination staff has no way to verify your claims
  - Retain copies of any relevant emails you receive from the system or the department
  - If you speak to examination staff regarding your submission ask for an email confirmation or at least get the time and name of person who assisted you with the error

- If you **cannot attach** documentation: Try using the fax machine information listed on your bulletin
  - If you fax materials, please retain your transmittal for proof
  - If you fax materials, call the department to make sure the information is received

- Getting your **official transcripts** in time for an examination is the responsibility of the applicant.
  - Keep copies of this type of information handy for job submittals

- County Employees - keep copies of your updated **Verification of Experience Letter** (VOEL) at all times
  - Waiting for the announcement of a promotional examination to get proof of out-of-class experience may cause you to miss the filing deadline